

CIA ORIENTATION AND INDOCTRINATION COURSE

I. The Purpose of the Course:

To improve the efficiency of the CIA by developing a spirit of teamwork through a comprehensive understanding of the functions of each Office and the overall responsibilities of the Agency in the U. S. intelligence effort.

II. The Rationale:

The purpose of the lead-off address is to tell something of the nature of the Communist threat and why the United States must have a top-notch, well coordinated intelligence effort. This is followed by an explanation of those components of the U. S. Government concerned with the conduct of this effort. It would include a discussion of the division of intelligence responsibilities among them and the part that each plays in the integrated "U. S. Intelligence Community." CIA's role in this community would be stressed.

Before beginning on the nature of the intelligence process, with which most of the remainder of the course is concerned, a presentation is inserted to give the students a familiarity with the jargon of the "intelligence trade" --an understanding of words and phrases peculiar to intelligence work which they will encounter in their jobs, and--more immediately--in subsequent addresses.

The presentation entitled, "The Intelligence Process" is the key note address. It is a discussion, in the abstract, of the purpose of intelligence activity and of the methodology involved in its carrying out. In it is described what is required to perform the intelligence operation--subsequent

speakers explain how ^{those} ~~that~~ ^{are} requirement ~~is~~ fulfilled by the U. S. intelligence community. Each succeeding speaker--to and including Mr. Dulles--discusses one segment or aspect of the intelligence process. Their discussions are not limited to how CIA performs that particular segment or aspect, but rather how that particular function is performed by the intelligence community as a whole, spotlighting that portion contributed by CIA. The organizational structure of that portion of CIA performing the function in question should be touched on lightly.

After the last segment of the intelligence process has been discussed, the program is turned over to the Deputy Director for Administration, for a presentation of the administrative support components of the Agency. Emphasis is placed on what the administrative office does that concerns the individual and how the individual and the office can work together most efficiently. Due to the unique problems which security imposes on the Agency's operations, a separate address is assigned to it.

The Recap, unlike the keynote which deals with intelligence activity in the abstract, ties together the CIA operations.

The course is concluded by an address by a well-known personage in the intelligence field followed by a brief address by the Director.

III. General Suggestions:

1. Stress the inter-relations of the CIA operational offices and their relations with outside agencies.
2. Don't go into too much organizational detail.
3. Don't sting on the use of actual or hypothetical examples to illustrate how a function relates to the total intelligence process.
4. Pause when airplanes fly over the auditorium.

IT WILL BE HELPFUL TO HAVE CRITICISM AND SUGGESTIONS CONCERNING THE ABOVE.

SECRET

CIA ORIENTATION AND INDOCTRINATION COURSESCHEDULE FOR SECOND CLASS

(Tentative)

Tuesday, 10 April 1951

<u>Time</u>	<u>Topic</u>	<u>Speaker</u>	<u>Approx. Length of Address</u>
0900--0915	Registration		15 minutes
0915--0925	Introduction	Matthew Baird	10 minutes
0925--1010	The Enemy and the Need for Intelligence		45 minutes
1010--1055	The U. S. Governmental Intelligence Structure and the CIA's Position Therein (Include mention of OIC's Function)		25X1A9a 45 minutes*
1055--1110	Break		15 minutes
1110--1155	The Language of Intelligence		45 minutes* 25X1A9a

Wednesday, 11 April 1951

0900--0945	The "Intelligence Process"	William Jackson	45 minutes*
0945--1015	The Early Warning System-- Current Intelligence	Kingman Douglass	30 minutes**
1015--1045	The National Estimate	William Langer	30 minutes**
1045--1100	Break		15 minutes
1100--1130	The Medium and Long Range Research Problem	Max Millikan	30 minutes**
1130--1200	The Problem of Scientific Intelligence	Marshall Chadwell	30 minutes**

Time	Topic	Speaker	Approx. Length of address
<u>Thursday, 12 April 1951</u>			
0900—0930	Assigning Collection Action Providing Central Reference Services	James M. Andrews	30 minutes**
0930—1015	The Collection of Intelligence Information by the U. S. (Includes discussion of O/O and SO's Functions)	Allen Dulles	45 minutes*
1015—1030	Break		15 minutes
1030—1200	Administrative Support for the CIA		90 minutes

25X1A9a

Friday, 13 April 1951

25X1A9a	0900—0930	The Need for Security in the Intelligence Process and the Responsibility of the Individual in Maintaining It		30 minutes**
25X1A9a	0930—1015	Recapitulation of the Inter- relations of the Components of CIA		45 minutes*
	1015—1030	Break		15 minutes
	1030—1130		Guest Speaker	60 minutes
	1130—1155		General Smith	25 minutes
	1155—1205	Concluding Remarks	Matthew Baird	10 minutes

*Includes 15 minutes for questions and answers

** Includes 10 minutes for questions and answers